



# TOWN OF VERNON

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## **Risk Management Committee**

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### **Town of Vernon, Risk Management Advisory Committee December 13, 2016 meeting – DRAFT**

#### **In Attendance:**

Jim Luddecke, Committee Member  
Fred Padget, Committee Member

John Morissette, Committee Member  
Bill Gilson, Committee Member

Chris Wardrop, USI  
Dawn Maselek, Assistant Town Administrator  
Michael Purcaro, Business Manager, BOE/Risk Manager  
Robert Grasis, WPCA Liaison  
Thomasina Russell, BOE Liaison

#### **Absent:**

Paul Jonas, Committee Member

Meeting called to order by Bill Gilson at 7:05 p.m., Thomasina Russell, seconded

#### **Public Comment**

There was no public comment.

#### **Approval of Minutes**

Bill Gilson made motion to approve minutes from September 27, 2016 meeting, as amended, seconded by Jim Luddecke. All in favor.

#### **New Business**

- a. Town Safety Committee quiet. Following up on any outstanding employees who still need First Aid/CPR/AED training. Working to schedule new hires/Department Heads for training.

BOE Safety Committee addressing an outbreak of Norovirus. School will be cleaned to reduce re-infection. The school was pro-active and worked closely with the North Central Health District. A recent minor bus accident allowed for real live event training of the schools protocols for such events.

- b. RFPs will be going out for the Town's various insurances. A special meeting may need to be scheduled to go over RFPs and interview. To be determined in the future. The Town and BOE are exploring self-insurance options for medical insurance for additional savings. Chris Wardrop advised to be cautious of plan changes that involve higher co-pays or changes to prescription.
- c. Michael Purcaro noted the new template for School Emergency Operations Plans was received, and training is completed.
- d. The Town Emergency Operations Plan is being updated. The Fire Marshal has been assigned the lead for emergency evacuation planning and fire drills for Town buildings.

- e. Michael Purcaro provides an update on the new electronic School Visitor Management System.

### **Old Business**

- a. Amerbelle update provided. On schedule and proper coverage in place for each of the phases to-date. Buildings are down with no problems. Sewer line to be attached to the bridge by an iron beam was delayed. Work is to be completed by the same company that performed the demolition of Amerbelle. Chris Wardrop gave kudos to Leslie Campolongo, in Administration, for providing reports and updates to USI on the progress. Updates are shared with CIRMA, which may lead to a reduction in insurance costs. Goal is to put the property and buildings back on the tax list.
- b. After-Action report for I.M.P.A.C.T. 2016 full scale mass casualty exercise is due sometime in January. The report is extensive and is a compilation of notes and observations from a variety of sources. A copy will be provided to the Committee upon completion.
- c. Michael Purcaro provides a drone update. Testing and pilots' licenses completed. Waiver submitted to FAA for night flying. The process takes ninety days.
- d. Thomasina Russell makes motion to add agenda item to set dates for the Committee to meet in 2017. Seconded by Fred Padget. Dates for 2017 will be March 14, 2017, June 13, 2017, September 12, 2017 and December 12, 2017.

Motion to Adjourn made by Thomasina Russell, seconded by Jim Luddecke. All in favor. Meeting concluded at 8:00 p.m.

Next meeting March 14, 2017

Prepared by: Dawn R. Maselek, Assistant Town Administrator